



Mail / Administration Assistant – VOLUNTEER ROLE

Vision

To beat cancer in South Australia

Statement of purpose

Through advocacy, research, education and support, we will minimise the impact of all cancers for all South Australians.

About Cancer Council SA

- has worked resolutely since 1928 to defeat cancer in this state
- is the state's leading independent, cancer-related non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in 3 strategic objectives Research, Cancer prevention and Cancer support
- is uniquely positioned as a resource for action and a voice for change in the fight against cancer
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies.

Unit role and objectives

The Corporate Services Unit provides the overall accounting, financial, human resources, warehousing, information technology and volunteer management support for the whole organisation to enable its staff to carry out their agreed objectives.

Position overview

Assist the Warehouse Supervisor to coordinate the daily mail and various other administrative tasks within the warehouse function.

Location

202 Greenhill Road, Eastwood SA 5061

Reporting relationships

This position reports to: Warehouse Supervisor

Role and responsibilities

- Sort mail
- Allocate postage costs to department codes
- Process mail through the franking machine
- Record parcel information onto lodgement forms
- Write courier labels
- Provide assistance with daily mail deliveries
- Assist with major mail-out activities
- Provide administrative assistance if required

Protect your own health and safety and that of others by:

- Following reasonable instructions and training and complying with organisational policy and safety systems.
- Identifying and reporting workplace hazards and incidents to their supervisor.
- Complying with Cancer Council SA's OHS&W policies and procedures.

Special conditions

- Person specification (knowledge, skills and experience)
- Experience in a mail house or similar is preferred but not essential
- Franking letters and knowledge of the postal system is preferred but not essential.
- General administrative skills, knowledge of Microsoft office suite is preferred but not essential.
- Responsive to advice and directions.
- Good organisational skills and ability to demonstrate initiative.
- Ability to self-motivate and work with minimal supervision.
- Pleasant personality and professional manner.
- Ability to lift parcels weighing up to 20kg.

Applying for this role

You will need to:

- Contact the HR & Volunteer Coordinator
- Attend a meeting / interview to discuss this role and clarify needs and expectations.
- Cancer Council SA:
 - is committed to The National Principles of Volunteer Involvement and Management.
 - maintains a non-smoking environment and provides assistance with quitting.
 - requires all volunteers to promote cancer preventing behaviours as outlined in organisational policies.

Once reference and police checks (if required) are completed, potential volunteers will be advised if they have been successful, and if so, orientation and training will be arranged.

Following this, regular times will be set aside for meetings between line staff and volunteers, so that they can share information and feedback, and discuss opportunities for ongoing staff and role development.

Time requirement

Tuesdays and Thursdays – 1.00pm to 4.00pm

Benefits

- Personal and professional development ie training, skill development.
- A sense of satisfaction from contributing to the community by reducing the impact of cancer.
- Confidence in knowing you are part of a professional and well regarded charity.
- Receive regular feedback, mentoring and support from experienced staff.
- Reimbursement of agreed costs, which may be incurred as a part of a volunteer role with the organisation.
- Recognition and opportunities to socialise.
- Staff discount at the Cancer Council shops.

Signatures

Volunteer: _____ **Date:** _____

HR & Volunteer Coordinator: _____ **Date:** _____

Volunteer Supervisor: _____ **Date:** _____

Unit Manager: _____ **Date:** _____

[Date for Review:.....(12 months)]